



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Radio Station Part-Time Field Operator/Technician  
**DEPARTMENT:** Hualapai Health Department  
**CLASS:** Part-Time (approximately 12 to 20 hours monthly)  
**SALARY:** DOE  
**OPENING DATE:** February 11, 2016  
**CLOSING DATE:** February 24, 2016

### **SUMMARY OF JOB DUTIES:**

This position is currently under the direction and supervision of the Radio Station program manager and is a position in the Health, Education and Wellness Department. All functions of this position will be performed in accordance with any applicable collaborative or affiliate source protocols, directives, applicable guidelines and requirements of any applicable Federal agency regulations. This position will coordinate closely with the program's Consulting Radio Engineer, and the program's internet stream and technical consultant/ service provider. This position will also coordinate with utility service providers, contractors and assigned Tribal Public Works Department staff and other radio station program staff. This position may have a local apprentice to train. This position will require alternative, and sometimes irregular, work hours that will likely average 15 hours weekly.

### **ESSENTIAL FUNCTIONS:**

Assist the Tribe with actual technical operations and maintenance of electronic broadcast equipment and structures of the FM station, KWLP by doing the following:

- Regularly inspect and calibrate the transmission system, required monitors, metering and control systems and make any necessary repairs or adjustments where needed to insure compliance, and make regular log entries as required by FCC rules;
- Periodically and as needed, verify the station has operated as required by FCC rules or the station authorization;
- Date and sign logs after review, initiate any necessary corrective action and advise station licensee, via station manager, of any condition which requires attention;
- Monitor strength, clarity, and reliability of incoming and outgoing signals, and adjust equipment as necessary to maintain quality broadcasts and converse with station personnel to determine audio levels and to ascertain that programs are airing;
- Monitor and log transmitter readings;
- Monitor strength, clarity, and reliability of incoming and outgoing signals, and adjust equipment as necessary to maintain quality broadcasts and oversee periodically and assist other station staff and volunteers who are doing so;
- Assist regular station personnel if issues arise with audio levels and program delivery and transmission;



- Report equipment problems, ensure that repairs are made, and make emergency repairs to equipment when necessary and possible;
- Assist other station staff if issues arise regarding control of audio equipment and regulation of the volume and sound quality during radio broadcasts;
- Align antennae with receiving dishes to obtain the clearest signal for transmission of broadcasts from field and other locations;
- Assist other station staff and outside content sources to establish sources from which programming will be received, or through which programming will be transmitted;
- Oversee and maintain E.A.S. equipment, test transmission and report logs and confer with station management and engineer consultant regarding the same;
- Repair circuits, wiring, and soldering, using soldering irons and hand tools to install parts and adjust connections, if applicable;
- Periodically test equipment functions such as signal strength and quality, transmission capacity, interference, and signal delay, using equipment such as oscilloscopes, circuit analyzers, frequency meters, and watt meters, if applicable;
- Install, adjust, and repair stationary and mobile radio transmitting and receiving equipment and two-way radio communication systems, as needed;
- Examine malfunctioning radio equipment to locate defects such as loose connections, broken wires, or burned-out components, using schematic diagrams and test equipment, report to station management and effect repairs and/or assist in securing repairs or replacements;
- Remove and replace defective components and parts such as conductors, resistors, semiconductors, and integrated circuits, using soldering irons, wire cutters, and hand tools;
- Calibrate and align components, using scales, gauges, and other measuring instruments;
- Turn setscrews to adjust receivers for maximum sensitivity and transmitters for maximum output;
- Test emergency transmitters to ensure their readiness for immediate use;
- Mount equipment on transmission towers and in vehicles such as ships or ambulances;
- Insert plugs into receptacles, and bolt or screw leads to terminals in order to connect equipment to power sources, using hand tools;
- Oversee and make recommendations to regular station staff regarding the control of audio and broadcast equipment to regulate volume and sound quality during radio broadcasts;
- Maintain equipment logs, as required by station management and the Federal Communications Commission, if applicable;
- Install, adjust, and operate electronic equipment and related software necessary to transmit radio programming and coordinate with station manager and radio station technical assistant to ensure such is accomplished;
- Perform repairs and routine maintenance of radio broadcast equipment at the tower, shack and station;



- Notify station manager when major equipment repair or replacement is needed and assist with same;
- Monitor broadcasts to ensure programs conform with station, network or other applicable standards and regulations and make necessary adjustment or communication with station manager and radio station technical assistant to ensure adjustments are made;
- Work with regular station staff; namely the radio station technical assistant and station volunteers to train them as apprentices to perform these contract tasks, if available and demonstrating interest and aptitude;
- Designate an alternative in times when unavailable to cover tasks due to illness, vacations or otherwise.

#### **EDUCATION, EXPERIENCE & SKILLS REQUIRED/PREFERRED:**

- Associates degree or related certification in a technical broadcast field and/or area of study required. B.A. or other higher education in broadcasting, communications, electronics or engineering preferred.
- Minimum of 2 to 5 years experience constructing and maintaining AM or FM radio station electronic equipment and managing, operating and utilizing such in the radio industry preferred.
- Knowledge of circuit boards, processors, chips, electronic equipment, audio and recording equipment and devices, and knowledge of related computer software and hardware programming, sound transmission equipment, methods and application and demonstrated ability to implement required.
- Knowledge of telecommunications systems transmission, broadcasting, switching, control and operation required.
- Knowledge and experience with radio engineering science and technology preferred.
- Demonstrated good verbal and written communications skills required.
- Experience working with Native American communities and volunteers is preferred.
- Must have a valid drivers' license and be eligible for the tribe's insurance.
- Must submit to and pass a pre-employment background check, drug/alcohol screening and random testing thereafter.

#### **HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

#### **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (702-71) and Public Law 93-638, Section 7B.

#### **THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services available upon request to individuals with disabilities**